

Audit Assurance Division

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To: Chief Executive Officer

Cc: Head of Service
Lead Food Officer

28 November 2023

FSS/ENF/23/005

Dear Colleague,

Food Establishment Database Review – Action Required

As part of this year's [Audit Programme](#), and further to our desktop review of Food Authority Service plans for 2023/2024, we will be reviewing the current situation in relation to LA Food Establishment Databases.

Data accuracy and effective database management by/on behalf of Lead Food Officers is essential for service planning and data verification.

The review will assist in obtaining an informed view of the delivery landscape across Scotland at the current time both as an aide to performance monitoring and to inform the Scottish Authority Food Enforcement Rebuild (SAFER) project. Please see the link to the Food Establishment Database Review [Audit Brief and Plan](#).

We would be pleased to receive your Survey response ([click here to access the Survey](#)) by **12th December 2023**. If that is not possible, please provide an estimation

of the time required to complete the survey at: laaudit@fss.scot by **12th December 2023**.

Yours sincerely



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